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OJCS 051-75
8 April 1975

MEMORANDUM FOR: Directorate and Office ADP Control Officers
SUBJECT : Access to the OJCS Computer Centers

1. General

The purpose of this memorandum is to define the policy and procedures for the control of personnel access to the OJCS Computer Centers. A request for action is contained in paragraph 4d.

2. Policy

- a. It is the intent of this office to keep access to the machine rooms of our computer centers to an absolute minimum consistent with operational requirements.
- b. All persons requiring unescorted access to the machine rooms of the OJCS Computer Centers must have a Staff type Top Secret clearance and special approval for SI, data.
- c. Personnel who do not possess the required clearance and approvals may temporarily enter the computer rooms only if escorted by a person who is approved for access to the computer rooms.

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3. Procedures

- a. Requests for unescorted access to the computer rooms should be coordinated in advance in writing with the OJCS Security Officer and Operations Division personnel. The request should include the individual's name, badge number, reason for unescorted access, and the approximate frequency of access. The Chief, Operations Division, or his representatives, and the OJCS Security Officer will jointly review and approve requests for unescorted access.

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- b. Staff and contractor employees who meet the security requirements and require regular near daily access to the OJCS Center in GC-03 will have the red letter indicator "E" affixed to their Agency badge. This will permit unrestricted access to the Center. Those who require regular access to the GC-47 Center will have the red letter indicator "B" affixed to their badges. The above will be processed by the OJCS Security Officer in conjunction with the Badge Office.
- c. Personnel who require periodic access to the Centers on a continuing basis and meet the security requirements, will be included on an access list which is maintained by the Computer Center Security Receptionist. Personnel on this list will be issued a Temporary (No escort) badge each time that they require access to the computer room. This badge will be returned to the receptionist when leaving the computer room.
- d. All other persons visiting the computer room will be issued Escort Required badges. This badge will be returned to the receptionist when leaving the computer room.
- e. The loss of any Computer Center badge will be reported promptly to the OJCS Security Officer or Operations Division personnel.
- f. Any changes to the data previously furnished to the OJCS Security Officer, such as personnel turnover, new badge numbers, or new requirements, should be forwarded promptly to this Officer.
- g. In order to get a handle on controlling access we must hold the number of Badge indicators to a minimum. OJCS must also be advised of any change in the status of holders of these indicators. For example, if an individual with an indicator changes offices wherein he/she no longer needs the indicator we must be so advised.

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4. Request for Action

- a. Attached to this memorandum is a listing of individuals with their offices indicated who have indicators allowing them unrestricted access to the GC-47 Center ("B" indicator list). It is requested that you review this list with the aim to (1) restricting the number of people from your office to those who meet criteria i.e. require regular access and (2) paring the list down consistent with operational requirements. The access list for the GC-03-Center was recently updated and therefore no action is being requested on that.
- b. People remaining on the attached "B" list who do not now have the required approvals (SI, TKH,) should be processed for such by their respective offices. We are requiring these compartmented approvals due to the fact that the GC-47 Computer Center is currently processing work for the S&T Directorate as is our other center (GC-03).
- c. A list of people not meeting criteria or no longer requiring the "B" indicator should be forwarded to this office Room 2 E 29, Attention: Security Officer. These individuals in turn will be contacted and asked to have the indicators deleted.
- d. Request that offices involved complete action by 18 April 1975.

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HARRY E. FITZWATER
Director of Joint Computer Support

Attachment: a/s

cc: DD/A

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